

10 March 1947 **SECRET**

MEMORANDUM TO 1153

25X1A

Subject: Letters of Appointment for Personnel

1. Reference is made to your memorandum, dated 11 February 1947, which refers to [redacted] memorandum of 7 January 1947, both of which pertain to the above subject. You are advised that the instruction of 7 January 1947 applies only to staff and departmental employees whose employment must be approved by Washington.

2. You state that you are preparing letters of appointment for your five local employees. If we are correct in assuming that your "local" employees mean domestics, drivers, and other housekeeping personnel, the type of letter of appointment attached to the instruction of 7 January 1947 does not apply. For the assistance of field stations, there has been prepared a type of letter of appointment for such "local" employees. An instruction covering this situation and further classifying all types of employees is in the process of preparation and will be distributed when available. In advance of receiving this instruction, it would appear desirable for you to use the type of letter attached. This letter of appointment need not be sent to Special Funds files in Washington.

3. Since locally recruited organizational or staff personnel must be submitted to Washington, it is suggested that the type of letter of appointment attached to the instruction of 7 January 1947 be prepared and signed and forwarded with other necessary papers, even though it would not be effective if the prospective candidate were not acceptable to Washington or for other reasons were not hired. In any event, if the employment is approved by Washington, the field will be notified by cable. If no such letter of appointment has been sent to Washington, payments may be made to the employee if the field station has in its possession an accepted letter of appointment. The field station still will forward the accepted letter of appointment to Washington in such event, and it is suggested that a duplicate be retained by the field station.

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4. Attention is called to the fact that the employee merely reads and accepts, in writing, the terms of the letter of appointment and does not receive a copy. The purpose of the letter of appointment is to establish at the inception of employment the terms and conditions thereof in order to avoid the many disputes which have occurred in the past, and to protect the interests of the Government.

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JSW:mbt